

Sample Hazard Communication Program

NOTE: The following model programs are provided only as guidelines to assist in complying with 29 CFR 1910.1200. They are not intended to supersede the requirements of 29 CFR 1910.1200. Employers should review the Hazard Communication Standard for particular requirements which are applicable to their workplaces.

SAMPLE WRITTEN HAZARD COMMUNICATION PROGRAM (A)

1. Company Policy.

To ensure that information about the dangers of all hazardous chemicals used by (Name of Company) are known by all affected employees, the following hazard communication program has been established.

All work units of this company will participate in the hazard communication program. This written program will be available in the (location) _____ for review by any interested employee.

2. Container Labeling.

The (person/position) _____ will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning and ensure the name and address of the manufacturer is listed on the label. Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information.

The (person/position) _____ in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturers label or with labels that have the identity and the appropriate hazard warning. For help with labeling, see (person/position) _____.

On the following individual stationary process containers, we are using (description of labeling system used, for example signs, placards, process sheets, batch tickets)

rather than an affixed label on the container to convey the required information.

We are using an in-house labeling system which relies on (provide a description of any inhouse system which used numbers or graphics to convey hazard information.)

The (person/position) _____ will review the company labeling procedures every (provide a time period) _____ and will update labels as required.

3. Material Safety Data Sheets (MSDSs)

The (person/position) _____ is responsible for establishing and monitoring the company MSDS program. He/she will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is passed on to affected employees. If the MSDS is not provided with the shipment and MSDS will be obtained from the manufacturer or importer as soon as possible.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in (state location) _____.

MSDSs will be readily available, with no barriers, to all employees during each work shift. If an MSDS is not available, contact (person/ position) _____.

MSDSs will be readily available to employees in each work area as follows: (For example: paper copies of MSDSs, electronic access, microfiche or other alternatives for maintaining MSDSs)

When MSDSs are revised, they will be updated with current ones and the out of date MSDSs will be maintained as an employee exposure record in accordance with 29 CFR 1910.1020.

4. Employee Training and Information

The (person/position) _____ is responsible for implementing and maintaining the hazard communication program. He/she will ensure that all program elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

- * An overview of the requirements contained in the Hazard Communication Standard.
- * The hazardous chemicals present at his/her work area.
- * The physical and health hazards of the hazardous chemicals and potential risks.
- * Symptoms of overexposure.

- * How to determine the presence or release of hazardous chemicals in the work area (methods and observations, such as continuous monitoring devices, visual appearance or odor of chemical).
- * How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- * Specific emergency procedures.
- * Steps the company has taken to reduce or prevent exposure to hazardous chemicals.
- * Procedures to follow if employees are overexposed to hazardous chemicals.
- * How to read labels and MSDSs to obtain hazard information.
- * Location of the MSDS file and written hazard communication program.
- * Hazards of non-routine tasks (for example, the cleaning of tanks) and the hazards associated with chemicals contained in unlabeled pipes in their work area.

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows: (Enter format, such as audiovisuals, interactive computer programs, classroom instruction, etc.)

5. Informing other Employers

It is the responsibility of (person/position) to provide other employers with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of (person/ position) _____ to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

On-site access to MSDSs will be provided to other employers for each hazardous chemical generated by this company's operation.

Material safety data sheets will be provided to other employers in the following manner:(Provide company policy here) (For example: paper copies of MSDSs, electronic access, microfiche or other alternatives for maintaining MSDSs)

In addition to providing a copy of an MSDS to other employers, other employers will be informed of precautionary measures needed to be taken to protect their employees who are exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

7. List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by our employees. This list includes the name of the chemical manufacturer, the work area the chemicals are used in, the dates of use, and the quantity used. Further information on each chemical may be obtained from the MSDSs which are located (state location)_____.

HAZARDOUS CHEMICAL INVENTORY

Chemical
Manufacturer
Work Area
Start Date
Finish Date
Quantity

(Include here the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your MSDS file and the labels on your containers. Additional information such as the manufacturer's telephone number, an emergency number, scientific name, CAS number, the associated task, etc., could be included and might be found useful to employees and the employer.)

When new chemicals are received, this list is updated (including date the chemicals were introduced), within 30 days of introduction into the workplace. To ensure that the chemical is added in a timely manner, the following procedures shall be followed: (State procedures to be followed) The hazardous chemical inventory was compiled and is maintained by:(Name and Telephone Number of Responsible Party)

8. Chemicals in Unlabeled Pipes

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact (person/position) _____ for information regarding:

- * The chemical in the pipes.
- * Potential hazards.
- * Safety precautions to be taken.

9. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives.